

## **Criminal Conviction Background Check Decentralized Fingerprinting Procedures**

In accordance with [VCU's Criminal Conviction Investigations policy](#), all new employees hired for sensitive positions must successfully complete a fingerprint background check prior to their hire date.

The process is outlined below.

1. The Personnel Administrator (PA), or designee, will:
  - a. refer the candidate to VCU Campus Police for fingerprinting;
  - b. provide the candidate with documentation<sup>1</sup> showing the name of the department in which the candidate will be employed and instruct the candidate to show the documentation to the VCU Campus Police fingerprinting staff;
  - c. inform the candidate of the requirement to take a valid picture for identification; and
  - d. inform the candidate that the Virginia State Police Background Check Application Form (SP-24) for the National Criminal Background Check will be provided by VCU Campus Police fingerprinting staff for the employee to complete and give consent to the background check.
2. Fingerprints will be sent to the Virginia State Police (VSP) and a background check will be conducted.
3. Once the initial response has been received from the VSP, VCU Campus Police will notify HR Compliance by email indicating the request has been accepted.
4. In cases where no criminal conviction record is found, VCU Campus Police will notify HR Compliance by email. As a follow-up, each month VCU Campus Police will send to HR Compliance copies of SP-24 forms and VSP criminal conviction record check emails.
5. In cases where a criminal record is reported, VCU Campus Police will notify HR Compliance by email that further processing of the record is required by the VSP. This action generally means a criminal conviction has been reported and the VSP is conducting an additional review. Because the VSP will only provide a paper copy of actual criminal convictions, and depending on the size of the record, it can take up to four to six weeks for HR Compliance to receive the final results.
6. HR Compliance will follow-up with the employee, PA and/or hiring manager in accordance with [VCU's Criminal Conviction Investigations policy](#).

NOTE: For updates, please visit the VCU Campus Police website at <https://www.police.vcu.edu/services/FingerPrinting.html>.

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<sup>1</sup> To ensure VCU Campus Police fingerprinting staff know the individual is an employee of VCU (not VCU Health System), the PA can type the employee's full name and university title on department letterhead and sign and date it. Also include the PA's title and contact information.